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1. Checklist for Setting up Control Records in LETTUS

The following steps should be followed when setting up LETTUS control records.

1. **Establish the department records – Menu 1**
   Enter the department information on the department form in the master file maintenance menu. See Section 2 for more information.

2. **Establish Product Groups – Menu 1**
   General product classifications. See Section 2 for more information.

3. **Establish purchase, sale and stock units – Menu 1**
   Required fields when buying or selling items. See Section 2 for more information.

4. **Establish State abbreviations – Menu 1**
   This must be in place to create a customer, supplier or grower. See Section 2 for more information.

5. **Establish Customer categories – Menu 1**
   These are optional fields used when you create customers. See Section 2 for more information.

6. **Establish Customer types – Menu 1**
   These are optional fields used when you create customers. See Section 2 for more information.

7. **Establish Supplier types – Menu 1**
   See Section 2 for more information.

8. **Establish Reason codes - Distribution**
   These codes are used when finalising invoices and credit notes. Enter a code and a description. See Section 2 for more information.

9. **Establish rounding breakpoints - Distribution**
   Used for Order and invoice generation. See Section 2 for more information.

10. **Establish the Bank Accounts to be used in the system – Menu 0**
    Information such as the bank account code, bank account name, and General ledger code should be entered. See Section 2 for more information.

11. **Set up the Configuration File – Menu 0**
    Check that each field in the record is correctly completed.

2. Checklist for Setting up Master Charge Records in LETTUS

This checklist covers Master Charges other than levies; there is a separate checklist for levies. Master Charges that would be set up under this guide include:

Freight Charges,
Unloading Costs,
Bin Hire Charges,
Sales Promotion Charges,
Commission on Commission Based Sales.

The following steps are provided as a guide for setting up (Non Levy) Master Charges.

1. **Company -** Check that the system configuration file has been established – **Menu 0**

2. **Check that the General Ledger Chart of Accounts has been set up.** Consult the General Ledger Manual for assistance – **Menu 8**

3. **Determine the General Ledger Update**, by checking the system configuration file. Note the update method (i.e. department, produce type, supplier type) – **Menu 0**

4. **Set up the Master Charge records** Create, edit or delete master charge records in the master charge maintenance form. Enter all required information, especially the general ledger account numbers – **Menu 1**

   After the Master Charge record has been created, the Charge General Ledger Records can be created, if required. The Charge General Ledger record needs to be set up where only the general ledger is to be updated on the basis of dept_code / prod_type / Supp_type.

5. **Print the listing of Master Charge records** established on the system, and check for any errors – **Menu 1**

3. Checklist for Setting up Levy Records in LETTUS

The following steps are set out as a guide for setting up
Levies on the system:

1. Establish the Levy Group records – Menu 1
Enter the levy group code and description for each group.

2. Establish the Levy (master charge) record – Menu 1
For each levy. If required, complete the Charge - General Ledger block on the master charge form with information for updating the general ledger. Consult the Management Guide for details on setting up Levies.

3. Assign the levy groups to the produce codes – Menu 1
The produce records must be created before this step can be performed. (Refer to the Checklist for Setting Up Produce Records for assistance).

4. Create the Auto-Charge records for each grower – Menu 7
Using the Grower Maintenance form, create the auto charge records for the growers. The Grower Records will need to be established before this step can be performed. (Refer to the Checklist for Setting Up Grower Records for assistance).

4. Checklist for Setting up Sundry Product Records in LETTUS

The following steps are set out as a guide for setting up sundry products on the system:

1. Company – Menu 0
Check that the system configuration file has been established.

2. Check the General Ledger chart of accounts – Menu 8

3. Set up sundry product records – Menu 1
Enter product code, product description, and relevant general ledger code for sales.

4. Print the Sundry Product List – Menu 1
Print the Sundry Product List of products that have been established on the system, check the listing and correct any errors detected.

5. Checklist for Setting up Customer Records in LETTUS

The following steps are set out as a guide for setting up products on the system:

1. Company - Menu 1
Check that the system configuration file has been established.

2. Setup the accounts receivable financial year end table - Menu 4
Ensure that the dates and period numbers for the complete year are on file.

3. Setup Customer Types - Menu 1
Check that customer types are set up in the master file maintenance menu.

4. Setup Area maintenance – Menu 1
Check that the customer areas are set up.

5. Setup State abbreviations – Menu 1
Check that the states and their abbreviations have been set up.

6. Create Customer Records – Menu 4
Set up the customer records in the accounts receivable menu.

7. Print a Customer Listing – Menu 1
Of customers entered onto the system. Check and correct errors.

8. Check that the Sundry Products – Menu 1
Have been created. (See the Checklist for Setting Up Sundry Products).

9. Establish opening balances – Menu 4
Enter unpaid invoices for each customer using the Customer Manual Non Stock invoice entry screen. Be sure to enter the correct invoice date, as this will be used when ageing the invoices.

10. Check balances of accounts entered – Menu 4
After all the opening balances have been entered produce an aged debtor analysis report. This report will re-age the invoices entered. Match the total on the report to the manual total of the opening balances. If they don't agree then check the invoices entered and correct any errors.

6. Checklist for Setting up Grower Records in LETTUS

The following steps are set as a guide for setting up growers on the system. There are also HELP functions available on some of the fields.

1. **Company -** Check that the system configuration file has been established – **Menu 0**

2. **Establish Supplier Type Records -** Enter the supplier type information required in the maintenance menu. Remember to set up the general ledger codes if the update is by supplier type – **Menu 1**

3. **Print a listing of supplier types -** established on the system. Check the listing and correct any errors – **Menu 7**

4. **Set up field representatives -** Enter the names and codes for the field representatives in the maintenance menu – **Menu 1**

5. **Set up Grower Area Records -** Enter the area code and area name for all areas – **Menu 1**

6. **Set up Grower/Supplier Records -** Enter the grower information in the grower/supplier maintenance form - **Menu 7**

7. **Print the Supplier List -** Check that the suppliers have been correctly entered – **Menu 7**

8. **Check that the General Ledger update flag is ON -** The General Ledger should always be switched on – **Menu 0**

9. **Establish opening balances -** Enter all unpaid invoices for each grower using the Supplier Non Lot Invoice/Credit form. Be sure to enter the correct due date for payment – **Menu 7**

10. **Print the Supplier Aged Analysis -** Check that the totals for each supplier agrees to the invoices entered for that supplier – **Menu 7**

11. **Before proceeding any further,** The following need to be set up before proceeding any further:

    Produce - (see checklist for setting up Produce) – **Menu 1**
    Levies - (see checklist for setting up Levies) – **Menu 1**
    Master Charges - (see checklist for setting up Master Charges records) – **Menu 1**

7. Checklist for Setting up Supplier Records in LETTUS

These are suppliers who will provide goods and services to the company and will supply an invoice. They can supply produce stock, non-produce stock, or non-stock goods or services. Growers are suppliers of produce who will not supply an invoice and should be setup using the "Check List for Setting Up Growers".

The following steps are provided as a guide for setting up Non Grower Suppliers.

1. **Company – Menu 0**
   Check that the system configuration file has been established.

2. **Establish the Supplier Type Records – Menu 7**
   Check that the supplier type records have been set up as required. Remember to set up the general ledger codes if the update is to be by supplier type.

3. **Establish States – Menu 1**
   Check that the states and their abbreviations have been set-up

4. **Print a Listing of Supplier Types – Menu 1-** established on the system. Check the listing and correct any errors.

5. **If required, set up the field representatives – Menu 1-** in the maintenance menu. Print a list of field reps that have been established on the system. Check and correct any errors.

6. **If required, set up the grower area records – Menu 1** in the maintenance menu. Print a list of the grower areas established. Check and correct any areas.

7. **Set up the Supplier Records – Menu 7 -** using the "Other Supplier" maintenance form. If required enter the details of the field rep code and grower area code assigned to the supplier.

8. **Print the Supplier List – Menu 7**
   Check that the supplier records have been correctly entered.

9. **Manually add all the Outstanding Invoices for all**
   Suppliers. Keep this total for use in step 11.

10. **Establish Opening Balances –Menu 2**
    Enter all the unpaid invoices for each supplier using the Supplier Non Lot Invoice/Credit

    Form. Be sure to enter the correct due date for payment.

11. **Print the Aged Supplier Analysis listing - Menu 7 -** and check the total of the invoices entered against the manual total of the invoices that was computed in step 9. Investigate and correct any errors.

12. **Before proceeding any further**
    The following need to be set up before proceeding any further:
    Produce - (See checklist for setting up Produce) - **Menu 1**
    Levies - (See checklist for setting up Levies) – **Menu 1**
    Master - (See checklist for setting up Charges Master Charges) – **Menu 1**

8. Checklist for Setting up Opening Stock Records in LETTUS

The following steps are provided as a guide for setting up the opening stock balances on the system.

1. Company – Menu 0
Check that the system configuration file has been established.

2. Produce – Menu 1
Check that the Produce Types and Produce Codes have been set up. See the Checklist for setting up Produce codes.

3. Growers & Suppliers – Menu 1
Check that the Growers and Suppliers have been set up. Refer to the Checklist for setting up Growers and the Check List for Setting Up "Other Suppliers".

4. Perform a Stock take
At a suitable time, perform a stocktake. Group all unsold stock into the appropriate lots and items. For each lot or item determine the total qty originally received, Determine the average Prices for Stock sold & unsold.

5. Create the Lot Record on Computer – Menu 2
Using the Grower Lot Entry form in the Grower Lot/Crop/Yield Maintenance menu enter the lot information. The total qty received should be entered, along with the items for the lot.

********** Important Note **********

Where the stock has been paid for the agreement type must be P - purchase type, with your own company as the supplier. If the stock has not been paid for, any other agreement type can be used.

6. For each lot created in step 5 – Menu 3
Use the Sales entry by Lot screen in the Sales Entry menu. Enter a "dummy sale" record for any sales of items; Record the sale with the "T" sale type. This will tell the computer that it is an opening stock take and not a genuine sale. No customer record will be updated with the dummy sale.

7. Print the Unsold Stock Report – Menu 3
Check the QTY Received, QTY Sold, and Stock Balance Fields against the manual totals from step 4 above. Correct any errors before proceeding.

8. Where stock has been paid for
Normally, stock takeons will be for stock that has not been paid for. However, in some instances the stock may have been paid for; the following steps provide the mechanism of taking stock on without taking on any liability.

8.1 Enter the supplier invoices for the original purchase. If a grower supplied the stock, enter the prices off the grower return. Use the Purchase Lot form in the creditors menu.

8.2 Now create a credit note using the Non Lot Invoice/Credit Note Entry screen. Allocate to the general ledger code that has been charged with the purchase in step 8.1 above. The effect of this step is to cancel the invoice that was raised in step 8.1 above, while at the same time maintaining pricing information about the lot for later use in lot finalisation.